



## **Agricultural Conversion Mitigation Fee (ACMF) Program Grant Application Instructions**

**Application Submittal Requirements:** Please submit applications to the City of Carlsbad Community & Economic Development Department, 1635 Faraday Avenue, Carlsbad, CA 92008 (Attention: Pam Drew, Associate Planner).

### **Application Form**

**Applicant Information:** Please provide the requested information including: name, address, email, phone number, and two (2) contact names. Two contact names are required for the application to be considered complete. In addition to the written application, project proponents may be asked to make a presentation to the ACMF Ad Hoc Citizens' Advisory Committee. Please note that all documents submitted become the property of the City of Carlsbad.

**Amount of Grant Request:** Enter the total dollar amount of ACMF funds you are requesting. The minimum grant application amount is \$2,500.00.

**Eligibility Requirements (Section I):** Both individuals and organizations are eligible to apply for grants from the ACMF fund. In order to be eligible for a grant, the project must achieve one of the purposes listed below (pursuant to Carlsbad Municipal Code Section 21.202.060.D.2). Please note: The application form must clearly and specifically demonstrate how the proposed project achieves one the following purposes:

- a. Restoration of the coastal and lagoon environment, including but not limited to acquisition, management and/or restoration involving wildlife habitat or open space preservation;
- b. Purchase and improvement of agricultural lands for continued agricultural production, or for the provision of research activities or ancillary uses necessary for the continued production of agriculture and/or aquaculture in the city's coastal zone, including but not limited to farm worker housing;
- c. Restoration of beaches for public use including, but not limited to local and regional sand replenishment programs, vertical and lateral beach access improvements, trails, and other beach-related improvements that enhance accessibility, and/or public use of beaches; or,
- d. Improvements to existing or proposed lagoon nature centers.

**Project Description, Scope, and Benefits (Section II):** Describe the project in sufficient detail to enable the reviewers to clearly understand the project, how the project achieves one of the required purposes of the ACMFP fund (above), and how the citizens of Carlsbad will benefit from the project. Please be specific.

**Project Feasibility and Planning (Section III):** Identify all permits (e.g., federal, state, and local) and other approvals that will be required to implement the project. Also provide an implementation schedule for the project showing the project timeline and all activities required to implement the project, including specific measurable milestones (e.g., approval of permits).

**Applicant Information and Experience (Section IV):** Provide the requested information pertaining to the applicant's qualifications and experience. If the applicant is an organization/agency, submittal of an organizational chart is also required. Provide information relating to the applicant's experience and qualifications to the purpose for which funds are being requested. Include the number of years in operation and the experience level of participating individual(s). Provide any other information that would be useful to the reviewers in understanding the applicant's capabilities to implement the project for which the funds are requested.

**Financial Resources/Budget (Section V):** In addition to providing a detailed budget for the proposed project, please include a funding schedule (i.e. the applicant's request for the timing of fund disbursement). Funds will be made available upon achievement of specific milestones. Applicant must also provide the requested information on current funding sources/amounts, previous city funding received or requested within the past five years, and organization funding/resources (if applicable).

**Additional Information (Section VI):** Provide any additional comments or information that may be pertinent to the Committee or City Council's understanding of the proposed project.

**Disclosures/Requirements/Certification (Section VII):** Provide acknowledgement that you have read and understand all disclosures and requirements within this section and complete the certification by providing original signatures, titles and date the certification.